WORD

Q1. Align the entire page to '*Justify*' and add header to the document. The header should contain your Campus ID.

Q2. After the paragraph 'Consuming two or more servings of fish per week is...', Insert a table with 2 columns (1st column Name-Food item and 2nd column Name- why you like it) and 3 rows(Data). The font of the food items should be red.

Q3. Beneath the table add a bullet list of your hobbies.

Q4. Adjust the margins of the page. The values for the same should be as follows:
Top: 2"
Bottom: 3"
Left: 1.5"
Right: 1.5"

Q5. Adjust the size of the page to "*Legal*" and increase the spacing before paragraphs 8 pt.

EXCEL

Q1. Delete the row number 6 and hide the row number 7.

Q2. Calculate the sum of column D after calculating the Amount; Amount= Rate x Quantity. //Simple Formula

Q3. If the Amount is greater than $12 then in the Column E display "M" else display "C".

Q4. Count the number of items which have price greater than 12 using COUNTIF function and display it in cell number D11.

Q5. Highlight amounts having values greater than $12 using the conditional formatting.

Q6. Change the Format of Cell D to Currency.

Q7. Sort the data in column B using the ascending order of values. (Smallest to Greatest) using filters

Q8. Calculate the reduction for items placed in column D in column E. For ex. Subtotal in D3 is 1363.80 so the reduction corresponding to it will be 3%. Use the V LOOKUP for the same. (Do this in Book2.xlsx) //Relative Addressing Book2.xlsx

Q9. Book 3.xlsx shows transactional data, create a pivot table which shows which salesperson sold which items collectively. // Pivot Tables Book3.xlsx

Q10. Insert page breaks so that 1st to 32nd rows appear in one page and the remaining appears in other page. Book3.xlsx

Q11. Show only Salesperson, region, product and customer using Slicer in Pivot Table and show only Regions of NE and NW. Book3.xlsx

ACCESS

Q1. Create a table named Furniture Items and fill it as follows:

Q2. Set primary key as Item ID

Q3. Create a Query to display the items such that the rate of item is more than 70 and save query as Q3.

Q4. Sort the total cost in increasing order of value.

Q5. Display the id, rate and name of the furniture where the # of items is more than 2 and save the Query as Q5.

Q6. Calculate the average total cost and save it as Query_Avg.

Q7. Change the datatype of Total Cost from Number to Currency

POWERPOINT

Q1. Create an effect on all slides having transition from top to bottom and select any design template for the slides of your choice

Q2. Switch the slides no. 4 and 6

Q3. Create a dummy table of Campus ID and corresponding GPA for each ID. Create 9 rows and 2 columns fill them up with the data and display a column chart for the same

Q4. Insert a picture and add an animation to it.

Q5. Apply a theme to the presentation.

Q6. Change the slide size to "Letter Paper" (i.e. 8.5" X 11")

Q7. Insert a SmartArt depicting hierarchy of a university such that President is the apex of the hierarchy and so on such that student is at the lowest hierarchical level by inserting a new slide between slide no. 8 and 9

Q8. Insert header for slide no. 6 as Reference Video

Q9. Insert an Action Button home which is hyperlinked to slide number 1